

Self-Assessment Instruction Sheet



Purpose: To guide providers through the TOP Star self-assessment by clarifying questions and providing a term glossary.

General Instructions: When completing this instrument, it is important to honestly assess your facility's environment so that your TOP Star consultant can help you set and meet goals to improve your nutrition and physical activity environment, policies and practices. When answering the questions, keep in mind what your facility does a majority of the time as your practices may fall into more than one category. Be sure to involve any key staff members that may help in answering questions.

Section 1: Nutrition

- ☆ Fruit includes all fruits, applesauce, and dried fruit. This does not include 100% fruit juice.
- ☆ Vegetables include all vegetables and potatoes, unless they are fried. This does not include beans like pinto and baked beans.
- ☆ Weekly menus that include a combination of both new and familiar foods refers to offering new foods at the center by cooking a familiar food in a new way or offering a new kind of food all together alongside familiar foods you know the children enjoy.
- ☆ Cultural foods are foods from different countries that may not be familiar to the children. This may include, but not be limited to: Chinese, Vietnamese, Mediterranean, Spanish, Caribbean, Polish, or French, etc.
- ☆ Determination of hunger and fullness when children request seconds or eat less than half a meal refers to the ability of staff to help children listen to their body before throwing away food or requesting seconds. "Are you full? or Are you still hungry?" are **NOT** hunger/fullness prompts by staff, but prompting the children to listen and feel their bellies are.
- ☆ Staff nutrition education and training may include general information related to infant, toddler, or preschooler nutrition, introduction to a new nutrition curriculum, healthy meal/menu planning, etc. This does not include training on food program guidelines or food safety/sanitation.
- ☆ Nutrition education for parents refers to things such as workshops, activities, take home materials, and health fairs that provide families with information on healthy eating or cooking.
- ☆ A written policy on nutrition and food service that covers most of the above topics refers to a policy that focuses on serving healthy foods and mentions the TOP Star key areas including:
 - *Fruits and Vegetables*
 - *Meat, Fats, & Grains*
 - *Beverages*
 - *Menus and Variety*
 - *Feeding Practices*
 - *Foods Offered Outside of Regular Meals and Snacks*
 - *Supporting Healthy Eating* ○ *Nutrition Education for Staff, Children, and Parents*

Section 2: Physical Activity

- ☆ Active play time is described as indoor or outdoor play time that allows children to be able to run, skip, hop, jump, etc. This type of play time does not have any limitations.
- ☆ Teacher-led physical activity refers to an activity that is led by the teacher, promotes active movement, and is designed so all young children are active participants.
- ☆ Withholding active play time for misbehavior is defined as making a child sit inside or outside for an extended period of time or shortening active play time for the entire class. It is not

defined by short time-outs.

- ☆ Staff physical activity education and training includes education on specific areas related to physical activity such as ways to reduce sedentary time while at child care, ways to increase movement throughout the day, and what are developmentally appropriate gross motor activities, etc.
- ☆ Physical activity education for children should include motor skill development.
- ☆ A written policy on physical activity that covers most of the above topics refers to policy that focuses on increasing physical activity areas including:
 - *Active Play and Inactive Time*
 - *Play Environment*
 - *Supporting Physical Activity Education*

Section 3: Breastfeeding (for facilities serving infants)

- ☆ Facility has a written policy on breastfeeding, including:
 - A private and sanitary place for mothers to breastfeed or express their milk
 - A refrigerator for storage of expressed breastmilk
 - Sensitivity is shown to breastfeeding mothers and their babies
 - Staff are trained in handling human milk
 - Breastfeeding employees are provided flexible breaks to accommodate breastfeeding or milk expression
 - Breastfeeding promotional information is displayed
- ☆ Each breastfeeding infant has a feeding plan on file, which is completed by the parent(s) and facility as a team to address their unique feeding patterns. Feeding plan should include:
 - Baby's usual schedule
 - How baby is to be fed
 - How breastmilk is to be stored and served
 - What the provider should do if baby is hungry and mom is unavailable, or her supply of expressed breastmilk is gone.

Glossary

Canned in juice: Canned without additional sugars such as light and heavy syrups.

Prefried: Often frozen chicken nuggets, fish sticks, French fries and tater tots were fried before processing. Even if you bake these items before serving, they have extra fat due to frying.

Cycle menu: This means that the same foods are used over again during the next cycle. For example, if you are using a 1-week cycle snack menu, the children will receive the same thing for a snack every Monday.

Celebrations: These include all events hosted by the facility; for example, birthdays, holiday parties (Halloween, Valentine's Day, etc), Family Fun Day, etc.

Fundraising: Anything that is done to raise money for the facility or for the children.

Family-style eating: Food is placed in bowls on the table and children are allowed to serve themselves.

Informal education: Discussion with the children by teachers that is not part of a formal lesson. This may include talk about that day's lunch and how it is good for the body or talk on the playground about how running builds strong muscles.

Standardized curriculum: This can be a pre-existing curriculum such as Color Me Healthy or I Am Moving I Am Learning, or it can be lessons put together by the teacher. Formal nutrition and physical activity education would be part of the lesson plan.